

TIME UNIT LEADER JOB AID

Position: Time Unit Leader

Section: Finance/Administration Section

Mission:

To provide for equipment and personnel time recording.

Duties:

- ☐ Report to Finance/Administration Section Chief for briefing.
 - ☐ Determine resource needs.
 - ☐ Provide forms and procedures for time recording. Obtain check in lists.
 - ☐ Organize and establish a Time Unit and set objectives.
 - ☐ Establish contact with agency representatives.
 - ☐ Establish Equipment Time Recorder and Personnel Time Recorder positions.
 - ☐ Keep records of times of all response personnel, auxiliary staff, and agency representatives.
 - ☐ Submit cost estimate data forms to Cost Unit, as required.
 - ☐ Provide for records security.
 - ☐ Ensure that all records are current or complete prior to demobilization.
 - ☐ Release time reports from assisting agencies to the respective agency representatives prior to demobilization.
 - ☐ Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
 - ☐ Maintain unit/activity log (ICS forms 214).
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